**THOUSHEED**

**THOUSHEED.321725@2freemail.com**

**Master of Business Administration**



Seeking positions in the field of **Finance** with an organization of repute.

**SYNOPSIS**

* A competent and skilled professional with around **3 and a half years** of experience in

 Finance**.**

* A versatile, analytical and hardworking person with practical hands-on approach.
* Possess excellent communication and presentation skills.

**CAREER CONTOUR**

Last position held: Accounts Manager at M/s. Kiran A Vasant Chartered Accountant & Financial Consultants

**Responsibilities:**

* Audit, Accounting and Taxation of small companies, partnership firms and sole-proprietary concerns
* Inspections Accounts books and Preparation of Audit Reports as External Auditor.
* Basic accounting through standard program like EXCEL
* Worked extensively in Accounting application software TALLY
* Tax Compliance

**Job Description:**

* Preparation of financials of sole-proprietary and partnership firms
* Data entry of Sales, Purchases, Expenses, Receipts, Payments, and Bank Transactions
* Managing a firm's financial accounting, monitoring and reporting systems
* Providing and interpreting financial information
* Computation of taxes, preparation of tax returns and filing of returns
* Preparation of Sales Tax returns and filing the returns
* E-payment of TDS, Preparation and filing of TDS
* Analysing change and advising accordingly
* Conducted internal audit and statutory audits of various firms
* Assisting with auditor to ensure annual monitoring of the clients is carried out
* Developing external relationships with appropriate contacts, e.g. clients, bankers and tax departments
* Producing accurate financial reports to specific deadlines
* Supervising staff and delegation of work responsibilities
* Keeping abreast of changes in finance and taxation field.

**SCHOLASTIC**

**2015 Master of Business Administration** fromSikkim Manipal University, **KARNATAKA**

**2012 Bachelor of Business Management** from Mangalore University, **KARNATAKA, INDIA**

**2009 Pre Degree** from Millagres Pre-University College **Mangalore, KARNATAKA**

**2007 Secondary School Leaving Certificate** from SHEMS, Manjeshwer**, KERALA INDIA**

**TECHNICAL FORTE**

* Well versed with Windows XP, Windows 7, Windows 10, MS-Office, **Tally Enterprise resource planning** (**ERP**) version 9, Winman CA ERP and Winman E-TDS.
* Have undergone and completed an advanced training course in Advanced EXCEL form Manipal Institute of Computer Education.
* Diploma in Computer Hardware and Networking from CTTI Mangalore.

**PERSONAL SNIPPETS**

**Gender :** Male

**Date of Birth :** 2nd February 1991

**Religion** : Muslim

**Nationality :** Indian

**Languages Known. :** English, Hindi, Malayalam and Kannada

References can be provided as and when required

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